

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
HICKMAN COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2003
Through June 30, 2004**



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AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Robbie Rudolph, Secretary, Finance and Administration Cabinet
The Honorable Anita C. Mullins
Hickman County Property Valuation Administrator
Clinton, Kentucky 42031

We have performed the procedures enumerated below, which were agreed to by the Hickman County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2003 through June 30, 2004. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Hickman County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month.

Finding -

The Property Valuation Administrator uses manual ledgers for recording receipts and disbursements. She reconciles bank records to books each month.

Response: *I agree with the findings.*

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The recorded city receipts agreed to confirm payment amounts obtained from the City of Clinton. No other city receipts were noted.

Response: *I agree with findings.*



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(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The budgeted statutory contribution from the fiscal court was \$388 more than the legally required amount calculated by the Department of Revenue. The fiscal court payments per the fiscal court statutory contribution budget account agrees to the Property Valuation Administrator's local bank account.

Response: *I agree with findings.*

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

A sample of ten (10) items was selected for testing. Amounts agreed to cancelled checks and to paid invoices. Tested expenditures appeared to be for official business.

Response: *I agree with the findings*

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Capital outlay disbursements agreed to cancelled checks and were supported by proper documentation. Proper purchasing procedures were used. Assets were observed.

Response: *I agree with the findings*

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(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

A maintenance agreement was entered into with MapSync for one GeoSync 1 mapping system. The service appears to be appropriate, for official business, and properly authorized.

Response: *I agree with the findings.*

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", written in a cursive style.

Crit Luallen
Auditor of Public Accounts

Engagement fieldwork completed -
October 27, 2004

